

Department Of Commerce
Weatherization Unit
201 West Washington
PO Box 7302
Madison, WI 53707-7302
(608) 267-2240
www.commerce.wi.gov/sb/sb-Homepage.html

HOW TO TRANSFER THE RESPONSIBILITY OF A STIPULATION DURING THE FIRST 12 MONTHS OR A WAIVER DURING THE FIRST 24 MONTHS

A Rental Weatherization stipulation or waiver is an agreement by the buyer to have the property inspected and certified as meeting the weatherization requirements within, respectively, a year after buying the property or demolishing within two years. This stipulation or waiver needs to be satisfied or it will become a cloud on the title that will prevent future recordings of ownership transfers and will subject the owner to legal action. Following are steps to transfer a stipulation or waiver:

1. Obtain the original or a certified copy (from the Register of Deeds) of the recorded Stipulation or Waiver Agreement (SBD-7115)---At the bottom of the form under "**TRANSFER OF STIPULATION**" or "**TRANSFER OF WAIVER**"
 - print the NEW buyers name; address; city; state; zip code; telephone number
 - the NEW buyer signs and dates (in this area). By doing this the NEW buyer is accepting responsibility to comply with the Stipulation or Waiver by the original expiration date. NOTE: The new buyers do not have a full year, or two years, they are only given the REMAINING time left of the initial year(s). All work must be completed and the certificate issued within 12 months of the original date of the stipulation or demolition must be completed within 24 months of the original date or the owner is subject to a fine according the State Statute 101.122 (7)(d).
2. This transfer may be recorded immediately using the transferred document.
3. A copy of the completed transferred **STIPULATION** or transferred **WAIVER** must be forwarded to:

Department of Commerce
Safety & Buildings Division
P. O. Box 7302
Madison, WI 53702

If this is a Stipulation Agreement, at this point, the NEW buyer should do the following if they are not going to be an owner-occupant within 1 year of transfer: **FOLLOW INSTRUCTIONS ON "HOW TO SATISFY A STIPULATION"**

If this is a Waiver Agreement, at this point, the NEW buyer should do the following: **FOLLOW INSTRUCTIONS ON "HOW TO SATISFY A WAIVER"**.